

Rental Guidelines



- There is a two-hour minimum on all rentals.
- Reservations may be made up to 6 months in advance and no less than 14 days in advance.
- Full payment, including all fees, and completed/signed rental agreement is due at time of booking in order to reserve the room.
- The following additional forms may be required:

Alcohol Permit: Must be notarized and submitted for approval at least 30 days before the rental date.

Assembly Permit: Required if expecting more than 100 people.

Certificate of Insurance: A liability policy, listing the City of Raleigh as an additional insured, in the amount of \$1,000,000 is required for all rentals open to the public.

Catering Permit: Required if using a caterer to serve food.

Vendor/Concession/Admission Fee: Required if selling merchandise or charging admission fees.

- All cancellations/refunds will follow the departmental refund policy.
- Renters will be responsible for setting up tables, chairs, or other equipment used, as well as returning the room to its original state at the end of the rental.

Frequently Asked Questions

When can I start setting up?

You will be able to access the space at the start of your reserved rental time. Any requested equipment will also be available at this time.

Who is responsible for cleaning?

The renter is responsible for cleaning up the space. This includes, but is not limited to, stacking tables and chairs, vacuuming, sweeping, mopping, and taking out the trash.

Are tables and chairs available?

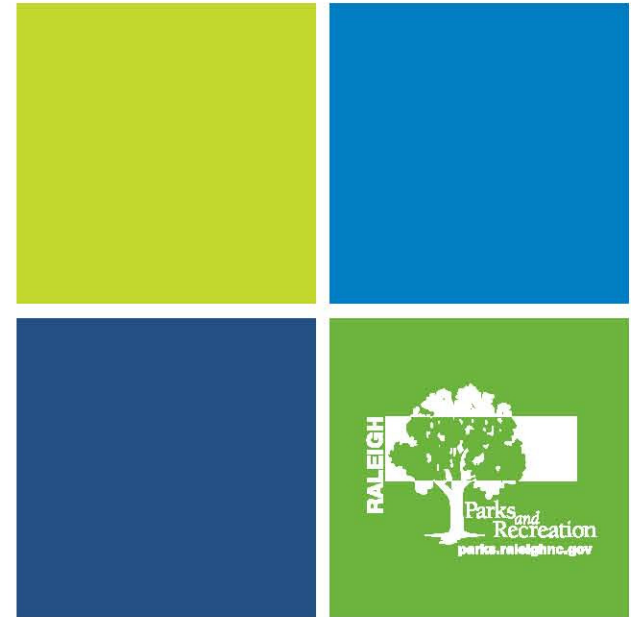
The tables and chairs may be used by the renter, based upon availability. We have 6' rectangular tables, 4' card tables, and red and blue chairs. Please indicate the number of tables and chairs needed at the time of reservation. Availability will depend on other rentals or programs that are taking place in the building at the same time.

How late may I rent the space?

Rentals may not extend past 12 AM. Renters must be prepared to vacate the building by the end of the rental time period. The rental group must also pay the \$20 supervisory fee for any rentals outside of our normal operating hours.

Center Operating Hours

Monday-Friday 9:00 am-6:00 pm



Rental Information Anne Gordon Center for Active Adults at Millbrook Exchange Park

1901 Spring Forest Road
Raleigh, NC 27615

Phone: 919-996-4720

Fax: 919-431-8090

Email:
annegordoncenter@raleighnc.gov

Website:
parks.raleighnc.gov

Anne Gordon Center for Active Adults at Millbrook Exchange Park

The center has a large multi-purpose room that can be divided into two separate rooms.



Side A: Holds 60 people, it is equipped with a projector, surround sound, wireless internet, AV system for laptop, IPod, iPad and DVD.
\$60 per hour/2 hour minimum



Side B: Holds 59 people, it is equipped with surround sound, wireless internet and has a pass through window to the kitchen.
\$60 per hour/2 hour minimum



Warming kitchen is equipped with a flat top stove, oven, dishwasher, microwave, and is wheelchair accessible.
\$20 per hour/2 hour minimum



Class room holds up to 25 people theater style, equipped with whiteboard, wireless internet, flat screen television, & Ethernet
\$30 per hour/2 hour minimum

Additional Fees

Rental Application Fee **\$15 Flat Rate**

This non-refundable fee is required for all rental applications.

Supervisory Fee **\$20 per hour**

Required for all rentals that take place after normal operating hours.

Security/Damage Deposit **\$75 Flat Fee**

A security/damage deposit is required for all rentals and will be returned upon the completion of the rental, minus any time overages or damage fees that may be assessed. Deposits paid by credit card will be credited within 4-6 business days. Deposits paid by any other method will take approximately 4-6 weeks to be returned.

Electronics Fee **\$25 Flat Rate**

This fee is charged for the use of house sound, microphones, video projectors, and projection screens.

Alcohol Permit Fee **\$50 Flat Rate**

Alcohol Permit Form must be notarized and include the non-refundable Alcohol Permit fee. Alcohol is limited to malt beverages, such as beer, and/or unfortified wines and champagne. Liquor is not permitted on site.

